



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

June 10, 2010

To: Supervisor Gloria Molina, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## STATUS REPORT ON eCAPS PROCUREMENT IMPLEMENTATION

This status report is to update your Board on the implementation of the eCAPS procurement module (eProcurement) as it is rolled out to County departments.

### Background and Benefits from eProcurement

The implementation of a County-wide automated procurement system is designed to:

- Standardize the County's purchasing processes in an electronic format and environment to provide County departments with consistent on-line access to procurement information and services.
- Streamline the procurement process through automation.
- Provide a tracking and reporting mechanism for the purchase of goods and services.
- Reduce purchasing lead times, increase productivity, and lower costs.

In addition, the integration of financial and procurement data within eCAPS has the following benefits to County departments:

- A common chart of accounts, vendor/customer tables, and other data elements across departments for ease of reporting and ease of training users.
- A single set of systems equipment, software and databases for ease of maintenance and economies of scale in operation.
- Leveraging the use of a single business intelligence tool (Cognos) and a common reporting database structure across all financial and procurement applications.

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- Consistent application of County purchasing policies and procedures through security, approvals and workflow.
- Enhanced capabilities to monitor purchases and activity from requisition to payment.
- Enhanced reporting and procurement analysis capabilities both within and across departments.

These features also permit better centralized oversight over County purchases and greater purchasing savings overall, including:

- The ability to preclude unauthorized purchases by County departments through systems security workflow and approval processes.
- The ability to establish, restrict and control items purchased by County departments through automated agreement catalogs of commodity groups (e.g., standardized products, formularies, etc.).
- The ability to analyze departmental purchase trends and spending habits on a countywide basis to identify additional areas where aggregating purchases to establish agreements via competitive solicitations would result in cost savings.

Within eCAPS, the inventory and fixed assets modules are closely related to eProcurement. Implementation of the inventory module will allow for the elimination of departmental inventory systems, improve the County's ability to control and track issuance of goods, and link the reordering of goods to the procurement module. Implementation of the Fixed Asset module will improve the link between fixed asset records and purchases, and improve the ability to monitor and track fixed assets.

#### Current Systems Roll-out Status

To date, all but ten County departments have been trained and implemented on the eCAPS procurement module. Eight of the ten remaining County departments or organizations are scheduled to be implemented on July 1, 2011:

Beaches and Harbors	Probation
Child Support Services	Public Library
Community and Senior Services	Public Social Services
Parks and Recreation	Superior Courts

Due to their unique requirements, only the Departments of Health Services (DHS) and Public Health will remain after July 2011. This Office, Internal Services (ISD), and the Auditor-Controller are working closely with DHS to implement e-Procurement at DHS facilities, with the first DHS facility implementation planned to begin during FY 2010-11.

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The completion of the eProcurement project will position ISD to more fully realize procurement volume efficiencies and pricing discounts that come with a single shared County-wide database. Customer access to purchasing data also reduces calls and visits to the procurement office, thereby saving a significant amount of staff time. The management of the procurement process is enhanced by the ability to track requisitions/submissions throughout the process.

If you have any questions please contact me, or have your staff contact Ellen Sandt, Deputy Chief Executive Officer at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:BC:EFS  
TT:JJ:ef

c: All Department Heads